

# **BUDGET / FACILITIES SUBCOMMITTEE MEETING**

## **MINUTES**

**Monday, July 18, 2016**

**Oliver Administration Building**

### **Present**

**Subcommittee: Marjorie McBride, Chair; and Bill O'Dell**

**School Committee, Administration and Staff: John Saviano, Mario Andrade Superintendent; Pauline Silva, Director of Administration & Finance, and George Simmons, Facilities Director**

**Absent: John Bento**

**Marj M. called the meeting to order at 6:33 p.m.**

### **APPROVAL OF MINUTES**

**MOTION: Bill O. made a motion to approve the minutes of the June 27, 2016 meeting; seconded by Marj M. The motion passed unanimously.**

## **FACILITIES FOCUS**

### **Guiteras Baseball Field Nets & Fence**

**George S. stated that the bid request for new netting and supports for the Guiteras School baseball field have been posted and will run through August 9th. George S. commented that two people have already responded which he found encouraging.**

### **Guiteras Steps**

**George S. reported that the work on the Guiteras steps commenced this morning. He added that quite a bit of work has been completed. George S. stated that efforts will be made to save as many of the blue stones as possible that now cover the steps.**

**George S. stated that the contractor is going to use the repurposed brick from the two boilers that were originally housed at MHHS to use as substrate for the Guiteras steps.**

### **Colt Fund – re: Repair of Columns at Colt Andrews School**

**Marj M. reported that she went out to view the columns at Colt School recently noting the netting which is in place to deter the pigeons and to prevent any pieces from falling to the ground. George S. added that the repairs to the Colt School columns are more cosmetic than structural. George S. proceeded to explain the structural make-up of the columns.**

**George S. stated that he has reached out to SMMA to schedule a**

meeting for the purpose of determining their “best guestimate” for repair of the Colt School columns.

George S. cautioned that it will be important to secure the “right person” to complete the work citing the historical nature of the project. George S. suggested researching various firms for the purpose of bringing in three or four reputable companies to bid. SMMA can pre-qualify.

A short discussion ensued on the where the responsibility lies for repairs of a historical nature.

Mario A. stated that he will be meeting with Nathan Calouro, Bristol Town Council Chair, to discuss how the Colt Fund can be accessed, and to ascertain how much money the Town would be willing to release from the Colt Fund for the purpose of repairing the Colt School columns.

Mario A. commented that he will also be reaching out to the Historic Preservation Society.

### **Summer Work List**

George S. stated that the summer work projects are moving along very well and should be finished soon.

George S. commented that he is hoping to spend August completing

**the work orders that came in after the summer work list was published.**

**George S. closed by stating that he believes all summer work will be completed before the start of school.**

### **MHHS Heating, Ventilation and Air Quality (HVAQ)**

**George S. reported that the old boilers have been removed. He added that the new boilers are in Warwick awaiting delivery. George S. stated that the project is right on schedule and should be completed before the start of school.**

### **Districtwide Controls Upgrade**

**George S. reported that the controls upgrade began at Guiteras School today. They are also looking to finish Hugh Cole School soon. A determination will be made on whether to rough in the rest of the schools in the District and then complete the finish work during school vacations OR finish another building entirely.**

### **School Committee Meeting Microphone System**

**George S. reported that the microphones are now working properly. He discovered that a switch had been set to individual rather than multiple speakers.**

**A short discussion ensued on the overall sound quality of the current microphone system and the audiovisual experience in general during**

## **School Committee meetings.**

**A consensus was reached to “tweek” the current microphone system and to schedule an update for the next Budget/Facilities Subcommittee Meeting.**

### **District Website**

**Mario A. stated that the District will be entering into the last year of the website contract. He commented that he has received compliments from Human Resources and the business office regarding the current design. There have also been several concerns raised about deficiencies in the District website. Mario A. added that some of the complaints which have been voiced are related to upkeep issues and are not contract related.**

**A short discussion ensued on utilizing students and centralization of information for populating the District website.**

**Mario A. stated that once all members of the Information Technology Department are hired, the District website will be reviewed.**

### **District Telephone System & Contract**

**Marj M. stated that School Committee member Lynn Wainwright requested that the telephone system contract be included on the agenda.**

**Mario A. shared details of the telephone system currently in use by the District. He added that the current contract just expired.**

**Mario A. stated that the telephone system feature list provided by the Information Technologies Department outlines requirements to be included in developing the RFP for the new telephone system contract.**

**Mario A. stated that the current technology infrastructure and Wifi system are in the process of being updated. Once the new infrastructure is up and running, a decision will be made to move forward with the next telephone system.**

**Mario A. commented that complaints have been made concerning phones that aren't being answered in specific offices. He stated that this is a personnel issue and not a contract issue.**

**Mario A. closed by stating that he will be looking into all these issues.**

#### **Disposal of Assets – re: Trailer**

**George S. confirmed that the trailer the District is looking to dispose of does indeed contain rot. He added that there is not even any scrap value to the trailer.**

**Marj M. shared highlights from a letter received from a 501C3**

**organization, Residents United for Furry Friends, who has expressed interest in the trailer, but due to the issues or not have requested to pay only for the cost of removing from the MHHS property.**

**Marj M. stated that legally the District would be required to charge R.U.F.F. \$1.00 for the trailer.**

**A short discussion ensued regarding liability issues.**

**A short discussion ensued on the approval process for disposal of assets and how to proceed with the current request.**

**Marj M. requested that prior to the vote at the next School Committee Meeting, George S. develop a paragraph describing the condition of the trailer.**

**A letter will be sent to Anna Palmeiri, Residents United for Furry Friends, to inform her that the Budget/Facilities Subcommittee accepted her organization's request to take possession of the trailer currently located at Mt. Hope High School and for the ultimate removal from the premises once the School Committee approves. The letter will also notify them that the Bristol Warren Regional School District is legally required to charge their organization \$1.00 for disposal of the trailer.**

**Mario A. recommended that the Policy & Curriculum Subcommittee**

**review the School Properties Disposal Procedure Policy (DN).**

**ACTION ITEMS:**

**1. Recommend to the full School Committee approval of Disposal of Assets – re: Trailer**

**MOTION: Bill O. made a motion to recommend to the full School Committee disposal of the trailer for \$1.00 to R.U.F.F.; seconded by Marj M.**

**The motion passed unanimously.**

**BUDGET FOCUS**

**FY16 Budget**

**Pauline S. stated that she is recording FY16 payables every day. She added that the FY16 budget is right where it needs to be for this time of year. The final figure for FY16 won't be available until the audit field work is completed in mid-September. Pauline S. closed by stating that there was nothing remarkable to report.**

**FY17 Budget**

**Pauline S. stated that the budget is being refined every day.**

**Pauline S. reported that the final state aid figures came in which were \$310,000 higher than originally budgeted. Pauline S. credits this**



increase to “pleading our case” at the State House this past spring.

Pauline S. stated that the final piece to the FY17 budget will be the housing aid numbers which are expected the first week in September.

Pauline S. added that she does not anticipate any serious deviation with housing aid.

Pauline S. reported that the refinancing of the District’s debt services pricing will be set tomorrow. The amount is looking extremely favorable at \$500,000 more than originally thought with an overall savings of \$1.8 million which at the State and District level will realize a savings of \$900,000. Pauline S. added that the refi will impact the District’s debt service for FY17 to the tune of \$120,000. Pauline S. closed by stating that the anticipated closing date for the refi is August 9th or August 10th.

Pauline S. reported out details from the recent transportation study. A short discussion ensued. Marj J. suggested that Mario A. thank the public for their participation in the transportation study.

A short discussion ensued on charter school student participation and the impact to the budget.

Next meeting – Monday, August 15, 2016

## **ADJOURNMENT:**

**MOTION:** At 7:32 p.m. Bill O. made a motion to adjourn the meeting; seconded by Marj M. The motion passed unanimously.

**kd**